



OFFICE OF MAYOR VIRG BERNERO
124 W. MICHIGAN AVENUE – NINTH FLOOR
LANSING, MI 48933

TO: ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES, AND DEPARTMENTS OF THE CITY OF LANSING

RE: EXECUTIVE ORDER 2008-01 – DECLARATION OF COST REDUCTION MEASURES TO BE TAKEN IN RESPONSE TO THE PROJECTED GENERAL FUND BUDGET DEFICIT

On August 11, 2008, I informed the Lansing City Council that the 2008-2009 General Fund Budget is projected to have a \$3.85 million deficit.

Accordingly, I have determined that immediate and deliberate steps must be taken to reduce the City's expenditures in this fiscal year. As part of these steps, I have proposed to the City Council a budget amendment which will increase revenues and reduce certain expenses. This will have the effect of reducing the \$3.85 million deficit to \$1.940 million. The remaining deficit million will be eliminated through cost reductions to be achieved through the provisions contained in this Executive Order.

Pursuant to the direction and mandate given to me by the people of the City of Lansing, as expressed in the City Charter, and as provided in the Uniform Budgeting and Accounting Act, I hereby issue the following orders to conserve financial resources and to reduce costs, effective immediately:

1. The Finance Director, Budget Manager, and Human Resources Director are jointly charged WITH IMPLEMENTING SUCH COST REDUCTION MEASURES AS DEEMED NECESSARY TO REDUCE THE IDENTIFIED DEFICIT. Such measures may include postponing or eliminating capital projects and/or operational expenses; keeping positions vacant; and laying off or transferring employees in accordance with the provisions of the various collective bargaining contracts.

2. A HIRING FREEZE is hereby continued. No currently vacant positions will be posted or filled, unless my office grants specific authorization.

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It is recognized that certain vacant positions must be filled in order for the City to carry out its essential functions. Department Heads who have identified such critical positions and wish to request approval to post and fill such a position shall make their request in writing to the Human Resources Director. The Human Resources Director shall convene a Critical Needs Committee consisting of the Human Resources Director, the Budget Manager, and the Finance Director or their designees to consider the request. Such consideration shall take into account all appropriate factors, including:

- Whether the position is to be filled internally or externally
- Impact on the health and safety of employees and citizens
- Impact on revenue generation within the department
- Impact on other associated costs, including overtime
- The number of other vacancies within the department
- Requirements of the collective bargaining agreements
- Funding status and source of the position
- Impact on reducing the identified budget deficit

The Critical Needs Committee shall provide its recommendation on such requests to the Mayor, or in his absence the Chief of Staff, who shall approve or disapprove the request.

3. PRIOR APPROVAL IS REQUIRED FOR ALL TRAVEL involving an overnight stay, the purchase of airline or train tickets, or reimbursable travel outside a radius of 200 miles. The request for such approval is to be made to the Critical Needs Committee in the same manner as the request for an exception to the hiring freeze. The Committee shall take into account the need for the travel and the benefit to the City, the availability of budgeted funds, and the impact on reducing the identified budget deficit. However, in the event that an emergency or urgency exists requiring an immediate decision, a request may be made to the Mayor's Chief of Staff who is authorized to grant approval if circumstances warrant.

4. Department Heads shall take all reasonable steps to REDUCE THE VOLUME AND COST OF PRINTING AND COPYING, and to utilize the least expensive means of printing and copying, including electronic distribution in lieu of paper copies. The utilization of color printing or copying is prohibited, except as required by law, ordinance or regulation, or as may be necessary to perform the essential functions of the department.

5. Department Heads and employees are encouraged to IDENTIFY ADDITIONAL COST SAVING MEASURES and to provide them to the Critical Needs Committee. The Committee shall evaluate all such suggestions received and shall provide their recommendation on the suggestion to the Mayor, with a copy to the Department Head or employee making the suggestion.

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6. Department Heads shall take all reasonable steps to ELIMINATE OR REDUCE OVERTIME OR THE ACCUMULATION OF COMPENSATORY TIME. Department Heads shall provide such information as required by the Finance Director or his designee to show the efforts taken in this regard and the resulting fiscal impact.

7. Department Heads shall INCREASE THEIR EFFORTS WITH REGARDS TO ENERGY CONSERVATION, ENERGY COST REDUCTION, AND USE OF RENEWABLE ENERGY SOURCES as provided by Executive Orders 2006-2 and 2007-1.

8. The Lansing City Council and the 54-A District Court are requested to assist in reducing costs to the General Fund by taking actions to reduce their budgets in manners similar to those identified in this Executive Order.

9. The Finance Director, Budget Manager, and Human Resources Director are jointly charged with PROVIDING PERIODIC REPORTS TO THE MAYOR ON THE STATUS OF ACHIEVING THE DEFICIT REDUCTION.

This Executive Order, signed on this 11th day of August, 2008 shall remain in effect until it is rescinded or superseded.



Virg Bernero, Mayor of the City of Lansing

**TO: ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES, AND
DEPARTMENTS OF THE CITY OF LANSING**

**RE: EXECUTIVE ORDER 2006-05 – ESTABLISHING THE OFFICE OF
COMMUNITY AND FAITH-BASED INITIATIVES**

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LANSING CITY CLERK

In issuing this Executive Order, I find and determine the following:

Under Article 4 of the Lansing City Charter, the Mayor is the chief executive responsible for supervising and coordinating all city departments and ensuring that the laws, ordinances and regulations of the city are enforced; and

The City of Lansing benefits from a rich diversity of community and faith-based organizations that provide crucial aid to many residents, including assisting many needy children, families and neighborhoods; and

Committed volunteers in community and faith-based organizations bring services and resources to bear in assisting Lansing residents and enhancing the quality of life; and

Many community and faith-based organizations lack the organizational resources and means to engage government agencies in collaborative projects to meet the needs of Lansing residents; and

It is beneficial to encourage communication and the sharing of information between governmental entities and community and faith-based organizations; and

In light of current fiscal conditions, City government must ensure that its ability to assist community and faith-based programs and organizations is as strong, coordinated and effective as possible; and

There are many opportunities for community and faith-based organizations to work for the City's best interest by maximizing financial support from the federal government and grants through working with a network of organizations authorized under the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996; and

The Federal Personal Responsibility and Work Opportunity Reconciliation Act authorizes local governments to contract with faith-based organizations and allows faith-based organizations to accept government assistance on the same basis as secular organizations; and

Lansing residents can benefit from a comprehensive and coordinated effort to improve and strengthen community and faith-based organizations by establishing a direct relationship with the Mayor and the City;

THEREFORE, I, Virg Bernero, Mayor of the City of Lansing, by virtue of the power vested in me by the Lansing City Charter and state and federal law, do hereby institute the following Executive Order, effective immediately:

I. DEFINITIONS

As used in this Order:

“Office” means the Mayor’s Office of Community and Faith-Based Initiatives.

II. CREATION OF THE MAYOR’S OFFICE OF COMMUNITY AND FAITH-BASED INITIATIVES

- A. To facilitate communication and collaboration between community and faith-based organizations and government agencies in Lansing, the Mayor’s Office of Community and Faith-Based Initiatives is established.
- B. The Office shall be administered under the supervision of the Mayor. Any budget, procurement, and related management functions of the Office shall be performed under the direction of the Mayor.
- C. The Office shall be managed by its own Director who shall be selected by, and serve at the pleasure of, the Mayor. The Director of the Office shall serve as a liaison between the Mayor and community and faith-based organizations.

III. FUNCTIONS OF THE MAYOR’S OFFICE OF COMMUNITY AND FAITH-BASED INITIATIVES

- A. The Office shall:
 - 1. Advise the Mayor on policies, priorities, and objectives for city government activities and shall enlist, equip, enable, empower and expand the work of community and faith-based organizations to address the social needs of all Lansing citizens. It shall seek to enhance partnerships with governmental entities and community and faith based programs. The Office shall provide information, recommendations or advice as requested by the Mayor.
 - 2. The Office shall facilitate coordination of local government initiatives relating to community and faith-based initiatives and expand the opportunities for community and faith-based organizations to address the

needs of Lansing citizens and shall identify and remediate obstacles to effective and efficient collaboration.

3. The Office shall provide a single point of contact for community and faith-based organizations to receive information, assistance and referrals related to community and faith-based programs within city government.
4. The Office shall work closely with community and faith-based organizations to promote service activities and assist the organizations in identifying and applying for federal, state and private sector grants.
5. The Office shall identify, promote and share innovative and model community and faith-based programs, initiatives and best practices among community and faith-based organizations.
6. The Office shall seek financial support for community and faith-based social programs from individuals, corporations and the federal and state government to support the objectives established by the Office.
7. The Office shall provide technical assistance, education, information and other support to assist community and faith-based organizations.
8. The Office shall coordinate program objectives and efforts among all community and faith-based organizations.

B. Subject to available funding, and in accordance with the City Charter and ordinances, the Office may hire or retain contractors, sub-contractors, advisors, consultants, and agents and may make or enter into contracts necessary to exercise the powers of the Office and perform its duties as the Director of the Office deems advisable and necessary.

1. The Office may accept donations of labor, services and other things of value from any private agency, person or entity.
2. All City departments shall assist the Office as necessary in the performance of its duties under this Order.

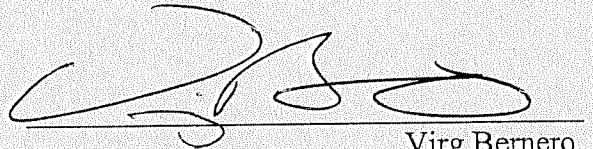
IV. LIMITATIONS ON ACTIVITIES AND USE OF FUNDS

- A. The Office shall not engage in any activity prohibited by law.
- B. No funds provided to institutions or organizations to provide services and programs under this Order or Section 104(a)(1)(A) of the federal Personal Responsibility and Work Opportunity Reconciliation Act may be expended for sectarian worship, instruction or proselytizing purposes.

V. MISCELLANEOUS

- A. Nothing in this Order shall be construed to change the organization of the executive branch of city government or the assignment of functions among its units.
- B. Any suit, action or other legal proceeding commenced by any individual or organization as a result of this Order shall not abate the taking effect of this Order.
- C. The invalidity of any portion of this Order shall not affect the validity of the remainder of this Order.

This Executive Order, signed this 22nd day of August, 2006, shall remain in effect until it is rescinded or superseded.



Virg Bernero,
Mayor of the City of Lansing